

Non-Catalog Shopping Quick Guide

Shopping is Easy in UNT System Marketplace!

Creating a Cart with a Non-Catalog Supplier

UNT System Marketplace Shoppers and Requestors:

- Both Shoppers and Requestors can shop for items and add them to carts.

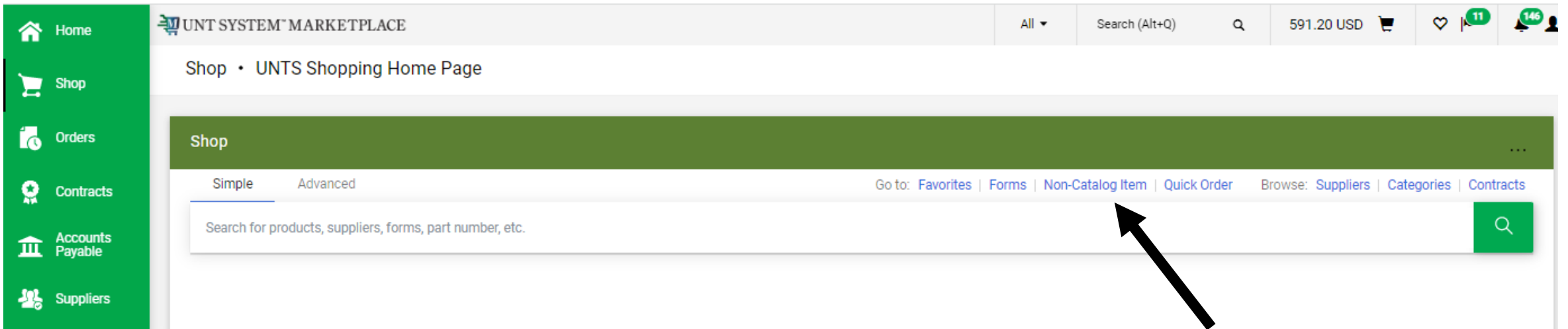
Requestors have additional permissions:

- Requestors can submit carts that have been assigned to them by Shoppers.
- Requestors are users who have knowledge of UNT System Marketplace accounting codes and Chartfields. The requestor may need to update the requisition with these codes before placing an order.
- Responsibilities of a Requestor include following Procurement Guidelines, bid thresholds, validating accuracy of Accounting Chartfields, Ship To information, and Business Purpose.

Creating a Cart with a Non-Catalog Supplier

Your Home page contains links to make shopping easier.

If you need to purchase goods from a supplier who does not have a catalog in UNT System Marketplace, you can utilize the Non-Catalog Item link in the top navigation bar.

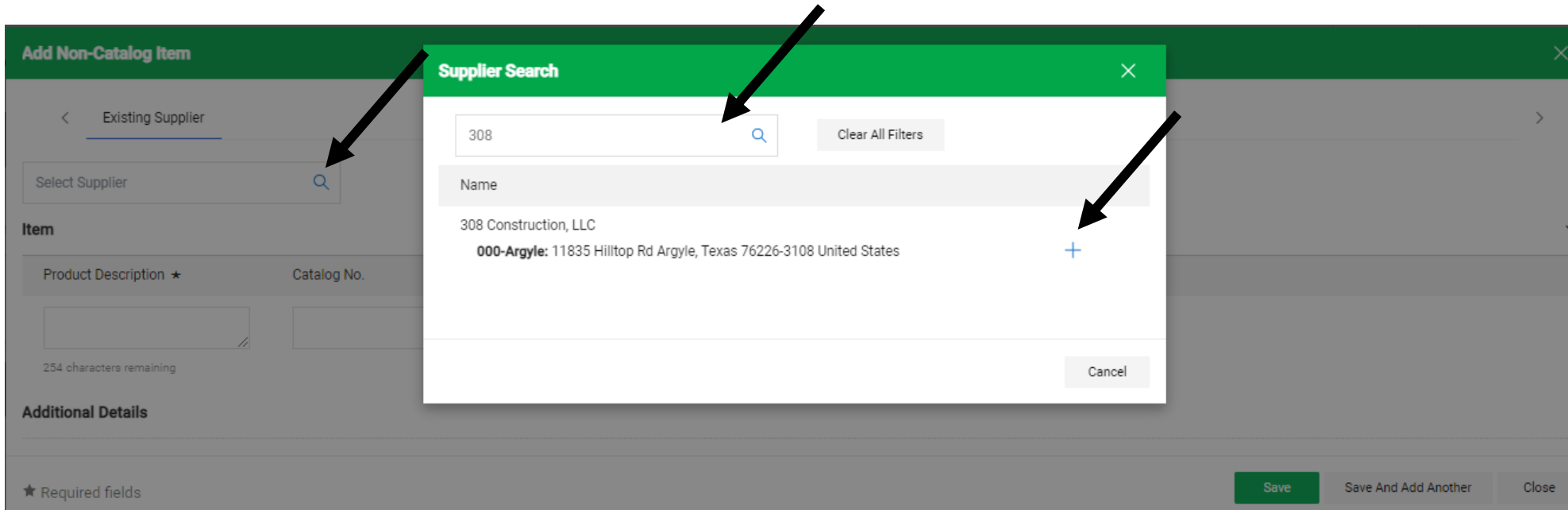


The screenshot displays the UNT System Marketplace interface. On the left is a green sidebar with navigation links: Home, Shop, Orders, Contracts, Accounts Payable, and Suppliers. The main header area includes the UNT SYSTEM™ MARKETPLACE logo, a currency dropdown set to 'All', a search bar with the text 'Search (Alt+Q)', a shopping cart icon showing '591.20 USD', a heart icon with a notification badge '11', and a user profile icon with a notification badge '146'. Below the header, the breadcrumb trail reads 'Shop • UNTS Shopping Home Page'. A green 'Shop' banner is followed by a navigation bar with 'Simple' and 'Advanced' tabs, and a 'Go to:' section containing links for 'Favorites', 'Forms', 'Non-Catalog Item', and 'Quick Order'. A 'Browse:' section contains links for 'Suppliers', 'Categories', and 'Contracts'. Below this is a search bar with the placeholder text 'Search for products, suppliers, forms, part number, etc.' and a green search button. A black arrow points to the 'Non-Catalog Item' link in the navigation bar.

Creating a Cart with a Non-Catalog Supplier

Begin by selecting a Supplier using the Search feature (the magnifying glass). A pop-up list will display for you to find your supplier.

When you begin typing the name of your supplier on the pop-up, Search will auto-populate a list of options for you. Click the “+” sign to select your supplier.



The screenshot illustrates the 'Add Non-Catalog Item' process. A 'Supplier Search' pop-up is active, showing a search input field containing '308'. A magnifying glass icon is positioned to the right of the input field. Below the input field, a list of search results is displayed, including '308 Construction, LLC' and '000-Argyle: 11835 Hilltop Rd Argyle, Texas 76226-3108 United States'. A blue plus sign is located to the right of the second result. A 'Cancel' button is visible at the bottom right of the pop-up. Three black arrows point to the search input, the magnifying glass icon, and the plus sign.

Creating a Cart with a Non-Catalog Supplier

Add Non-Catalog Item ✕

Existing Supplier Supplier Not Known

308 Construction, LLC ✕ 308 Construction, LLC ✕

Fulfillment Address ▼ **Distribution Methods** >

000-Argyle 📍 - 11835 Hilltop Rd, Argyle, Texas 76226-3108 United States

Item ▼

Product Description *	Catalog No.	Quantity *	Price Estimate	Packaging
<input type="text" value="Threaded Pipe"/> <small>241 characters remaining</small>	<input type="text" value="12345"/>	<input type="text" value="25"/>	<input type="text" value="25.00"/> USD	<input type="text" value="EA"/> ▼

Additional Details ▼

Commodity Code 🔍 PIPE AND TUBING FITTINGS Manufacturer Name

Manufacturer Part No

★ Required fields →

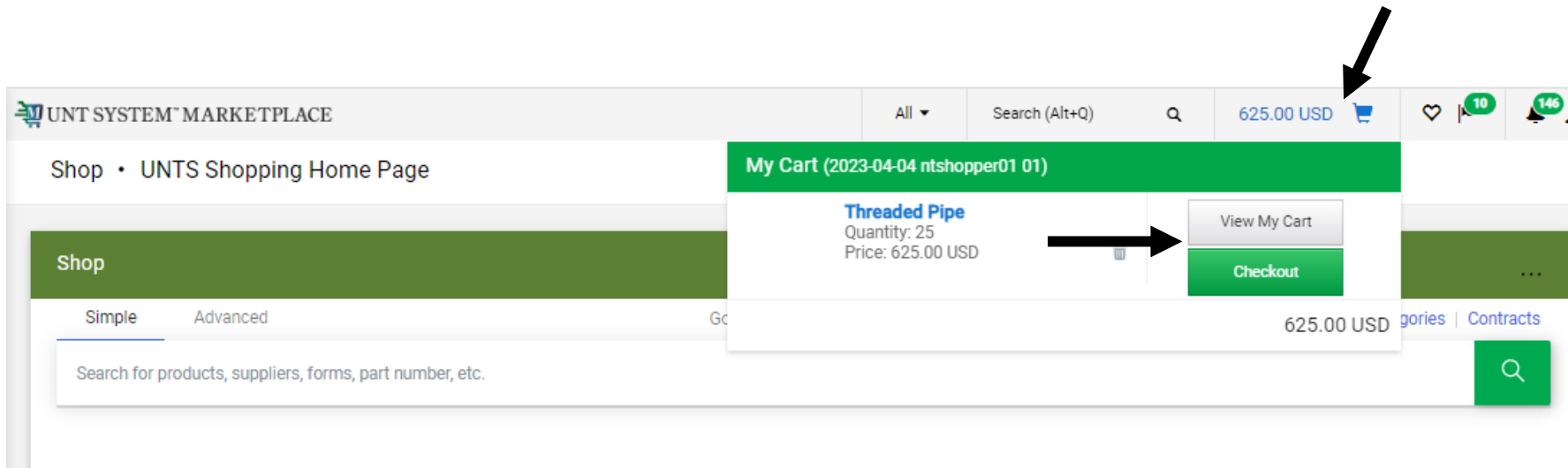
You will need to complete information about the item:

- Product Description
- Catalog Number
- Quantity
- Price Estimate
- Packaging

Click the arrow to expand Additional Details and add a Commodity Code.

Save to add the item to your cart or Save And Add Another to continue shopping for items.

Creating a Cart with a Non-Catalog Supplier



When you click the Cart icon or the link displaying the amount of your cart, a popup displaying items in your cart will appear.

You have the option to View My Cart or Checkout. When you choose to checkout, a requisition will be created.

If you choose the option to View My Cart, you can review items in the cart, update the Cart Name, choose a Delivery Location, and make other adjustments as needed.

Creating a Cart with a Non-Catalog Supplier

Shopping Cart • Shopping Cart

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Cart Name: 2023-04-05 ntrequestor01 01

Description:

Budget Date: (mm/dd/yyyy)

PR Override Budget Date:

Priority: Normal

Delivery Location: 0212 101

Prepared for: NT Requestor

Ad-Hoc Approver: Select

Is Supplier a Foreign Vendor?

625.00 USD

Proceed To Checkout

Details

For: NT Requestor

Total (625.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal *	625.00
Shipping	0.00
Handling	0.00
Total *	625.00

If you choose the option to View My Cart (shown on the previous slide), you can add or remove items, but you should not attempt to add items from multiple suppliers to one cart.

When you are ready to check out and create your Requisition in Marketplace, click the Proceed to Checkout button.

Creating a Cart with a Non-Catalog Supplier

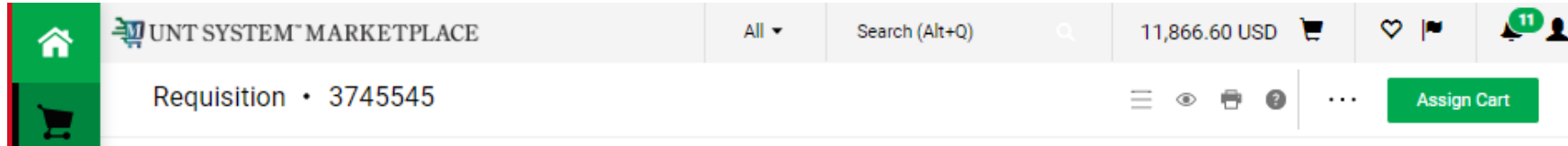
The screenshot displays a requisition page for Requisition 3749984. The 'Internal Notes and Attachments' section shows a red 'Required' indicator and an 'Add' link. The 'External Notes and Attachments' section also has an 'Add' link. Two black arrows point to these 'Add' links. Below the main interface are two modal windows. The 'Add Attachments' modal has radio buttons for 'File' (selected) and 'Link', a text input for 'File(s)', and a dashed box for file upload with the text 'Drop File or Browse' and 'Max. File Size: 24.41 MB'. The 'Edit External Notes And Attachments' modal has a text area for 'Note to all Suppliers' and a 'PO Clauses' section with a '1' icon. Both modals have 'Save Changes' and 'Close' buttons.

Internal and External attachments can be added by clicking the Add links in the Internal Notes and Attachments section and External Notes and Attachment section.

Please note that external attachments are visible to suppliers.

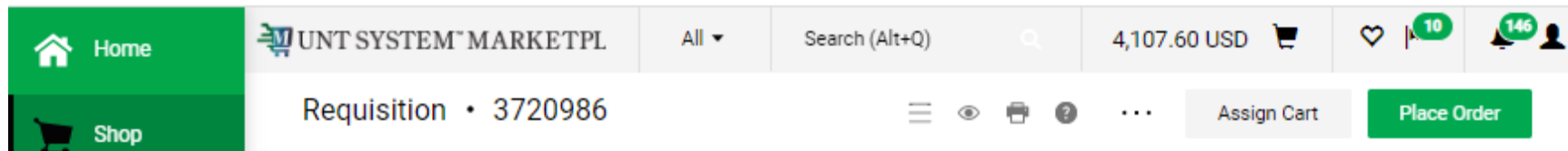
Creating a Cart with a Non-Catalog Supplier

For SHOPPERS, the next step is to Assign Cart to a designated requestor to place the order. See page 10 for additional details.



For REQUESTORS, the next step is to proceed directly to Place Order.

To continue creating your requisition or to submit requisitions assigned to you by Shoppers, please follow the instructions on page 11 and in the [Requisition from the Shopping Cart](#) document.



Creating a Cart with a Non-Catalog Supplier

If you are a Shopper, you will be prompted to select a Requestor to review and submit your cart after you click the Assign Cart button. Once your assigned Requestor places the order, the requisition will begin the Marketplace approval process.

Assign Cart: User Search

Assign Cart To: NT Requestor
[SELECT](#) ▼ or [SEARCH](#)

Note To Assignee:

[Assign](#) [Close](#)

Simple Advanced

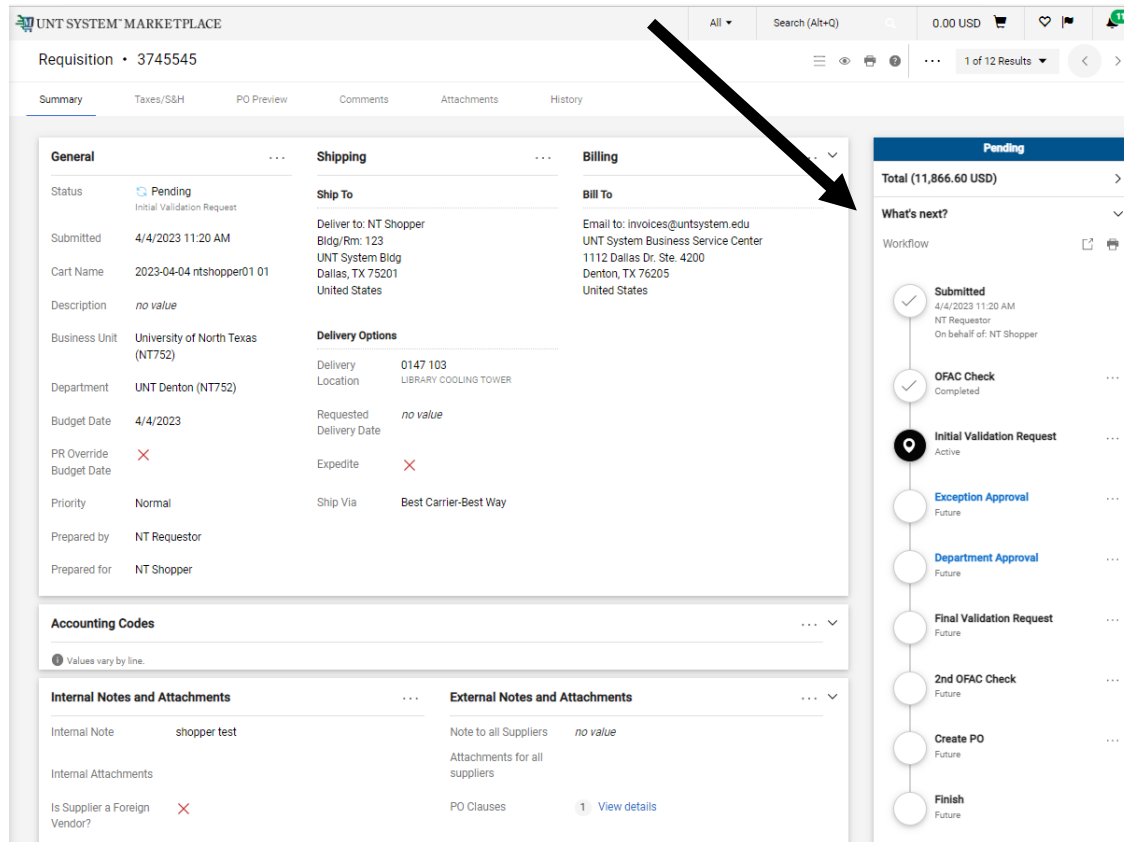
Search for products, suppliers, forms, part number, etc.

✔ Cart Assigned

Requisition Summary		Options
Requisition number	3745545	Create new draft cart
Cart name	2023-04-04 ntshopper01 01	Recent orders
Requisition total	11,866.60 USD	Return to your home page
Number of line items	2	

Creating a Cart with a Non-Catalog Supplier

When the Requestor places the order, the workflow status can be viewed in the What's Next section of the requisition. Once it moves all the way through the workflow, a Purchase Order will be issued.



Requisition • 3745545

Summary | Taxes/S&H | PO Preview | Comments | Attachments | History

General	Shipping	Billing
Status Pending <small>Initial Validation Request</small> Submitted 4/4/2023 11:20 AM Cart Name 2023-04-04 ntshopper01 01 Description no value Business Unit University of North Texas (NT752) Department UNT Denton (NT752) Budget Date 4/4/2023 PR Override Budget Date ✗ Priority Normal Prepared by NT Requestor Prepared for NT Shopper	Ship To Deliver to: NT Shopper Bldg/Rm: 123 UNT System Bldg Dallas, TX 75201 United States Delivery Options Delivery Location 0147 103 <small>LIBRARY COOLING TOWER</small> Requested Delivery Date <i>no value</i> Expedite ✗ Ship Via Best Carrier-Best Way	Bill To Email to: invoices@untsystem.edu UNT System Business Service Center 1112 Dallas Dr. Ste. 4200 Denton, TX 76205 United States

Accounting Codes Values vary by line.

Internal Notes and Attachments	External Notes and Attachments
Internal Note shopper test Internal Attachments Is Supplier a Foreign Vendor? ✗	Note to all Suppliers <i>no value</i> Attachments for all suppliers PO Clauses 1 View details

Pending

Total (11,866.60 USD)

What's next?

Workflow

- ✔ **Submitted**
4/4/2023 11:20 AM
NT Requestor
On behalf of: NT Shopper
- ✔ **OFAC Check**
Completed
- **Initial Validation Request**
Active
- **Exception Approval**
Future
- **Department Approval**
Future
- **Final Validation Request**
Future
- **2nd OFAC Check**
Future
- **Create PO**
Future
- **Finish**
Future